

ISD HEALTH & SAFETY POLICY

Document Title	ISD Health & Safety Policy
Custodian	Head of ICT Customer Services
Approving Committee	ISD Directorate
Policy approved date	February 2017
Policy effective from date	February 2017
Policy review date	January 2018

PROCEDURE

This policy will be reviewed annually in September each year. The revised policy will be approved by the following ISD Directorate meeting. A copy of the approved policy will be sent to Health & Safety Services.

OTHER RELEVANT POLICIES

University Health & Safety Policy Working Group will oversee the implementation of this policy.

CONTACTS AND FURTHER INFORMATION

The ISD Health & Safety Working Group membership is outlined in the Terms of Reference document which is referenced in the policy document.

Information Services Directorate Health and Safety Management Policy

January 2017 – January 2018

1. Introduction

The document takes as its basis the University's Health and Safety Manual and runs parallel with the corporate Health and Safety Policy [Statement](#).

Its purpose is to ensure staffs familiarity with the manner in which the Directorate manages health and safety affairs. Associated reference documentation is available at http://intranet-web.ulster.ac.uk/isd/admin/Health_Safety/ and includes:

- ISD Health and Safety Plan
- ISD Health and Safety Policy
- ISD Health & Safety Working Group – Terms of Reference
- ISD Health & Safety Information Sheet
- First Aid Procedures
- HSE web site; see <http://www.hse.gov.uk/index.htm>

2. Policy Statement

The Information Services Directorate (ISD) is committed to providing a safe working environment for its entire staff and aims to fully comply with all aspects of the University's policy and associated legislation.

Formal responsibility for health and safety matters reside with the Deputy Director, however all staff have a responsibility to comply with the good health and safety practices and procedures and to report accidents and hazards.

A Health and Safety Working Group (HSWG) chaired by the Head of ICT Customer Services assists the Deputy Director with oversight of health and safety issues.

Supplements may be added to this over-arching policy where a need to do so arises, for example to deal with specialist circumstances (e.g. Information for Contractors, Handling specialist equipment, chemicals or managing specialist environments) or to act as a means of reinforcing 'local' Health and Safety-related matters or procedures.

3. Organisation

The HSWG is ISD's committee with responsibility for health and safety matters. Each Head of Division and team of managers assumes operational responsibility for health and safety. The ISD Directorate receives the minutes from HSWG meetings and can devolve matters to the WG as and when it is appropriate to do so.

The WG has as one of its primary interests, the effective and timely execution of the portfolio of 'checks' required by the University; Generic Stress, Health and Safety, Risk Assessment, Portable Appliance Testing and Fire Safety. A representative from the University's Health and Safety Services Department is a member of the WG and each campus has a representative who is also the ISD representative on their University-level Campus Health

and Safety Committee. Minutes of the WG's activities, associated papers and copies of responses to University requests are held in the Health and Safety folder on the share.

This policy document will be revised on an annual basis and formally considered at the first meeting of the WG in each academic year.

4. Planning and Implementation of “Good Practice”

Use of display screen equipment is fundamental to the work of the majority of ISD staff. An associated online training course is used to acquaint staff with good working practices. Refresher training is undertaken as and when directed by Health and Safety Services.

Routine risk assessments are undertaken within staff offices and other spaces for which ISD assumes a responsibility, for example Data Centres and IT laboratories. Issues that are remedial 'on the spot' are dealt with on this basis e.g. removed “First Aid” notices.

The ICT Customer Services Division assumes a co-ordinating role for risk and other assessments, each assessment being undertaken according to a “Division Calendar” which is routinely reviewed at the Division's monthly management team meetings.

Responses to new and refresher training is routinely undertaken. ICT Service Centre Manager oversees the Training Matrix and associated initial and refresher training requirements. The responsibility rests with managers to inform on training taken.

5. Measuring Performance

Performance metrics include:

- Maintaining a current register of all courses taken by staff
- Maintaining the Health and Safety Training Matrix
- Ensuring those who need to undertake relevant on-line courses do so
- Maintaining, in relevant meeting notes, records of health and safety related actions taken in the interest of risk reduction
- Annual Review of all relevant departmental procedures
- Ensuring the timely completion of all University-related routine checks, and
- Holding Health and Safety Working Group meetings at least 3 times annually

6. Reviewing Performance

When conducting the portfolio of routine checks a “best practice” approach of avoiding reporting matters that can be readily remedied is adopted. In the event of a matter being formally documented then it is given priority attention thus removing it from the list of outstanding items ahead of follow up checks being undertaken.

Staffs are compliant with health and safety procedures with few accidents reported. Where accidents have been reported, they tend to be as a result of third party activity (e.g. contractors) or they occur in estate not the responsibility of ISD.

Supplement 1: Customer Services' "Execution of ISD's Health and Safety Policy"

Purpose: To inform staff on Health and Safety matters

Background Reading:

- University-wide Health and Safety Policy
- ISD Health and Safety Plan
- ISD Health and Safety Policy
- ISD health & Safety Information Sheet
- First Aid Procedures
- Relevant ISD Health and Safety literature available via Staff intranet
- HSE web site; see <http://www.hse.gov.uk/index.htm>

Health and Safety Statement:

Customer Services has an effective management structure to deal with health and safety affairs, whether associated with its staff or with the services we are responsible for. Arrangements exist for delivering the policy; for example:

- Staff are motivated and empowered to work safely and to protect their long-term health
- We adopt University courses to ensure this empowerment and 'working safely' ethos
- Our continuing professional development policy incorporates health and safety training
- There's a shared common understanding of the organisation's vision, values and beliefs
- A positive health and safety culture is fostered by the visible and active leadership of senior managers e.g. in work load prioritisation and in ensuring equipment safety
- Our users are assured of access to safe equipment and students are formally advised on health and safety matters associated with the safe use of IT equipment

Norman Blair, Head of ICT Customer Services and Chair ISD Health and Safety Working Group

Signed:



Dated:

10th Feb 2017

Supplement 2: ICT Infrastructure' "Execution of ISD's Health and Safety Policy"

Purpose: To inform ICT Infrastructure staff on Health and Safety matters

Background Reading:

- University-wide Health and Safety Policy
- ISD Health and Safety Plan
- ISD Health and Safety Policy
- ISD Health & Safety Information Sheet
- First Aid Procedures
- Relevant ISD Health and Safety literature available via Staff intranet
- HSE web site; see <http://www.hse.gov.uk/index.htm>

Health and Safety Statement: ICT Infrastructure has an effective management structure to deal with health and safety affairs, whether associated with its staff, the Data Centres or with the services for which we are responsible. Arrangements exist for delivering the policy; for example:

- Staff are motivated and empowered to work safely and to protect their long-term health
- We adopt University courses to ensure this empowerment and 'working safely' ethos
- Our continuing professional development policy incorporates health and safety training
- There's a shared common understanding of the organisation's vision, values and beliefs
- A positive health and safety culture is fostered by the visible and active leadership of senior managers e.g. in work load prioritisation and in ensuring environment safety
- ISD, PRD staff and external contractors who work in our Data Centres are assured of access to a safe environment, are given instruction on health and safety matters and supervised while carrying out work in the areas.
- All staff/visitors are asked to read the specific instructions contained in the following documents before entering the Data Centres:
 - *Data Centre Access Policy*
 - *Evacuation Procedures relating to Information Services Data Centres*

Norman Blair (MS Team)

Signed:



Brian McAuley (Network, Unix, Systems Integration and Data Centre Teams)

Signed:



Dated:

10th FEB 2017

Supplement 3: Application Delivery “Execution of ISD’s Health and Safety Policy”

Purpose: To inform Application Delivery staff on Health and Safety matters

Background Reading:

- University-wide Health and Safety Policy
- ISD Health and Safety Plan
- ISD Health and Safety Policy
- ISD Health & Safety Information Sheet
- First Aid Procedures
- Relevant ISD Health and Safety literature available via Staff intranet
- HSE web site; see <http://www.hse.gov.uk/index.htm>

Health and Safety Statement: Application Delivery has an effective management structure to deal with health and safety affairs, whether associated with its staff or with the services we are responsible for. Arrangements exist for delivering the policy; for example:

- Staff are motivated and empowered to work safely and to protect their long-term health
- We adopt University courses to ensure this empowerment and ‘working safely’ ethos
- Our continuing professional development policy incorporates health and safety training
- There’s a shared common understanding of the organisation’s vision, values and beliefs
- A positive health and safety culture is fostered by the visible and active leadership of senior managers e.g. in work load prioritisation and in ensuring equipment safety

Gareth McAleese, Head of Corporate Applications

Signed: 

Dated: 10th Feb 2017

Supplement 4: Programmes and Partnerships “Execution of ISD’s Health and Safety Policy”

Purpose: To inform Programmes and Partnerships staff on Health and Safety matters

Background Reading:

- University-wide Health and Safety Policy
- ISD Health and Safety Plan
- ISD Health and Safety Policy
- ISD Health & Safety Information Sheet
- First Aid Procedures
- Relevant ISD Health and Safety literature available via Staff intranet
- HSE web site; see <http://www.hse.gov.uk/index.htm>

Health and Safety Statement: Programmes and Partnerships has an effective management structure to deal with health and safety affairs, whether associated with its staff or with the services we are responsible for. Arrangements exist for delivering the policy; for example:

- Staff are motivated and empowered to work safely and to protect their long-term health
- We adopt University courses to ensure this empowerment and ‘working safely’ ethos
- Our continuing professional development policy incorporates health and safety training
- There’s a shared common understanding of the organisation’s vision, values and beliefs
- A positive health and safety culture is fostered by the visible and active leadership of senior managers e.g. in work load prioritisation and in ensuring equipment safety

Brian McAuley, Head of Programme and Partnerships

Signed: 

Dated: 10th February 2017

Directorate Approval:

Signed: 

Dr Nigel Cunningham
Deputy Director, Finance and Information Services (Information Services)

Dated: 10th Feb 2017